



# **Department of Defense Periodic Health Assessment (DoD PHA)**

## **Coding Guidance**

# DoD PHA

**PHA PROGRAM OBJECTIVES.** The PHA program objectives define the baseline from which the Director, DHA, will develop and establish the DHA procedural instruction. The objectives include:

- a. Assessing IMR status.
- b. Identifying and documenting potential duty-limiting or deployment-limiting conditions.
- c. Providing age- and gender-specific, evidence-based preventive health information and recommendations to Service members.
- d. Assessing currency of required occupational and environmental health evaluations, exams, and special duty physicals as prescribed by DoDI 6055.05-M.
- e. Completing annual person-to-person mental health assessments and deployment-related health assessments, as appropriate.

## GENERAL GUIDELINES.

- a. Service members are required to complete a PHA every 12 months.
- b. The PHA is recorded as overdue if it is not completed within 30 days after the due date.
- c. Health care personnel trained to perform the record review process will review Service members' responses and PHA record review section questions.
- d. A trained health care provider's signature after the final PHA review completes the PHA.
- e. Special duty physicals may include duty-specific requirements not identified in the PHA and a DoD PHA must be completed separately from special duty physicals (these can be completed at the same time, but each must be done).

## DoD PHA - 4 STEP PROGRAM

**Step 1:** Service members will complete a comprehensive, electronic, annual PHA within the timeline prescribed by title 10, United States code. At any time during the PHA process, a face-to-face visit with a health care provider or other appropriate individual may be indicated and scheduled.

**Step 2:** Trained health care personnel will review the service member's self-assessment in the ePHA website, available health records, and other information from medical encounters since at least the Service member's last PHA.

**\*Step 3:** A person-to-person mental health assessment is performed (TCON/Clinic Visit) between the service member and a health care provider trained to perform mental health assessments.

**\*Step 4:** Provider performs a final review of all available health records and completes EHR documentation. Provider will then log into ePHA website to certify PHA has been completed.

***\*Steps 3 and 4 may be performed by the same or different providers.***

This coding guide is designed to provide guidance on the most common situations of completing a PHA encounter and may not specifically list a scenario encountered in the clinic. However, the majority of PHAs should fall into one of the following categories listed below: completed solely as a telephone consult, completed solely as an in-person (face-to-face) visit without any other medical/mental health concerns, completed solely as an in-person visit with additional concerns, or starting as a telephone consult but then changed to an in-person visit. Additional guidance is included if any part of the PHA is completed virtually (audio AND visual communications).

Note:

**Navy ePHA website:**

<https://data.nmcphc.med.navy.mil/pha/Index.aspx>.

### Step 1

- Service member is directed to Navy ePHA website.
- The online PHA is viewed, answered, certified as complete, and submitted by service member.
- Upon completion, the service member notifies his medical team that his annual PHA has been submitted online.

### Step 2

- Medical team reviews completed DoD PHA (via Navy ePHA website) and all other available medical records.
- If no concerns are found that would require a face-to-face appointment, a Telcon appointment is opened to document the review and findings.
- Documentation should include at a minimum:
  - Date DoD PHA self-assessment was completed by service member
  - Date of record review
  - Documents that were available for review
  - Positive findings and/or recommendations forwarded to provider
  - Patient contact information
  - Provider(s) that will be completing the MHA and final review (if known).
- If PHA process is to be completed via telephone, the Telcon is transferred to the MHA provider.

### Step 3/4

- Provider logs into Navy ePHA website to review the MHA.
- Provider speaks with patient (telephone/ in-person) to complete MHA.
- If the same provider is completing the PHA review as well, the provider will do so at this point.\*
- Provider enters documentation into the EHR, assigns a diagnosis code, selects the appropriate procedure and E/M codes, and signs the encounter.
  - PHA /MHA encounter is complete within the electronic medical record.
- Provider completes the required information in the Navy ePHA website, signs and certifies PHA completion.

\*- If the MHA and PHA review are completed by different providers, the encounter (telcon if completed over the phone, or outpatient encounter if completed in-person) and PHA must be sent to the PHA provider once the MHA section has been certified as complete by the MHA provider. The PHA provider will then complete the final review of the PHA and complete the steps required to certify the PHA as completed in the ePHA website and close out the encounter in the EHR.

Note:

Documentation should include, at minimum

- Date MHA was completed.
- Positive findings or concerns (if any)
- Additional treatment recommendations, referrals, follow-ups, or other medical readiness requirements
- Length of time for MHA administration and review with patient, and length of time for final PHA review

*(If concerns are noted that deem an in-person/face-to-face visit necessary, patient will be scheduled for an in-clinic visit. During this appointment the MHA, along with any concerns, will be addressed. (Ex: 3 "In-clinic MHA with additional concerns")*

## Coding Examples

### ➤ Example 1: Routine Telephone PHA

Patient completes PHA self-assessment online and notifies medical once complete.

- Corpsman logs into the ePHA website and performs PHA record review with all available medical records.
- Corpsman certifies the record review portion as complete.
- Corpsman documents his review (via telcon) and notifies provider when complete.
- Provider logs into ePHA website for MHA review.
- Provider contacts patient via telephone and completes person-to-person MHA.
- Provider reviews any additional records or information related to PHA.
- Provider documents any findings, time spent speaking with patient, and completes EHR encounter.
- Provider certifies both the MHA and PHA as complete in the ePHA website.
  - DX Code: DOD0225- Periodic Health Assessment
  - CPT Code: 96160- Prev Med Administration of Health Risk Questionnaire
  - E/M Code: 99441(5-10min of medical discussion) 99442(11-20min of medical discussion) 99443( 21-30min of med discussion)

### ➤ Example 2: In-Clinic MHA/PHA

Patient completes PHA self-assessment online, but requests a face-to-face MHA/PHA appointment.

- Corpsman logs into the ePHA website and performs PHA record review with all available medical records.
- Corpsman certifies the record review portion as complete.
- Corpsman schedules appointment for patient.
- Provider logs into ePHA website for MHA and PHA reviews.
- Provider sees patient in clinic as requested and conducts MHA and PHA.
- Provider reviews any additional records and completes EHR encounter.
- Provider certifies the MHA and PHA as complete in the ePHA website.
  - DX Code: DOD0225- Periodic Health Assessment
  - CPT Code: 96160-Prev Med Administration of Health Risk Questionnaire
  - E/M Code: based on documentation: 99211-99215 (Office Visit) or 99383-99396 (for Prev Med Exam)

### ➤ Example 3: In-Clinic MHA with Additional Concerns

Patient completes PHA self-assessment online and notifies medical once complete. The Corpsman finds the patient has several concerns they would like addressed.

- Corpsman logs into the ePHA website and performs PHA record review with all available medical records.
- Corpsman certifies the record review portion as complete.
- Corpsman notifies provider that patient has completed PHA online, but mentioned several complaints.
- Provider advises Corpsman on what type of appointment to proceed with (schedule in-clinic face to face or Telcon.)
- Corpsman contacts patient and schedules clinic appointment. Patient presents to clinic for face-to-face appointment on scheduled date/time. Provider completes PHA/MHA, certifying them as complete in the ePHA website, and then addresses the patient's additional concerns, migraine headaches and lumbago.
  - DX Code: DOD0225- Periodic Health Assessment
  - DX Code:M54.5- Low Back Pain
  - DX Code:G43.909- Migraine, unspecified
  - CPT Code: 96160- Prev Med Administration of Health Risk Questionnaire
  - E/M Code: based on documentation: 99211-99215 (Office Visit) or 99383-99396 (for Prev Med Exam)

➤ **Example 4: PHA begins as Telcon but is then changed to an in-clinic/ face to face visit.**

Patient completes PHA self-assessment online and notifies medical once complete. Corpsman performs record review and documents findings (via TCON). During telephone call with provider it is decided to have patient come to clinic for MHA and any additional concerns.

- Corpsman logs into the ePHA website and performs PHA record review with all available medical records.
- Corpsman certifies the record review portion as complete.
- Corpsman documents review (via TCON) and notifies provider when complete.
- Provider logs into ePHA website for MHA and PHA reviews.
- Provider calls patient using telephone to conduct MHA person-to-person.
- During phone conversation, the patient has a hard time answering MHA questions, and begins to ask about some new concerns.
- Provider and patient decide to end telephone MHA, and to schedule clinic appointment for patient.
- Provider documents conversation and decision to see patient in clinic. (TCON is closed)
- Patient reports to clinic on scheduled date and completes MHA face to face, and discusses additional concerns with provider. Provider certifies MHA and PHA as complete in ePHA website at this point.
  - **TCON Coding**
    - DX Code: DOD0225-Periodic Health Assessment
    - E/M Code: 99499- Unlisted/Other E/M Service
  - **In Clinic/Face to Face Coding**
    - DX Code: DOD0225- Periodic Health Assessment
    - DX Code(s): per documentation
    - CPT Code: 96160-Prev Med Administration of Health Risk Questionnaire
    - E/M will be based on documentation: 99211-99215 (Office Visit) or 99383-99396 (for Prev Med Exam)

➤ **Example 5: PHA is completed virtually (using video equipment with a distant site provider)**

Due to patients schedule and current remote location, patient has been contacted to present to his BAS where a virtual health PHA will be arranged. Patient communicates via video with a distant site provider and completes all components of his PHA.

- At the patient's location, Corpsman performs PHA record review in ePHA website
- Corpsman opens an encounter and documents the location of the patient, that the appointment is being performed virtually, due to location, and location of provider. (Example: "Patient presents to (location) for virtual health PHA with (name of provider) at (location of provider)."
- Corpsman will also document PHA review and medical record review(if performed)
- Corpsman assists patient to room with video equipment and initiates VH appointment.
- Provider logs into ePHA website for the MHA and PHA review.
- Provider completes person-to-person MHA review and final PHA review, documenting the encounter in the EHR and certifying the MHA/PHA reviews as complete in the ePHA website.
  - **Originating Site Codes (where the patient is physically present)**
    - DX Code: DOD0225- Periodic Health Assessment
    - CPT/HCPCS Code: Q3014 telehealth originating site facility fee
    - E/M Code: 99499- Unlisted/Other E/M Service
  - **Distant Site Codes (where provider is located)**
    - DX Code: DOD0225- Periodic Health Assessment
    - CPT Code: 96160-Prev Med Administration of Health Risk Questionnaire
    - E/M will be based on documentation and medical decision making
    - VH Modifier GT- Synchronous, Real-time interactive communication will be added to the E/M code selected

**\*if an additional diagnosis is being addressed during encounter, (TCON or clinic) it will be added as a secondary diagnosis.**

**\*\*FOR LOCATIONS/PLATFORMS STILL USING ICD-9 CODES, USE V70.5\_2 - PERIODIC HEALTH ASSESSMENT TO CODE THE PHA.**